# PRODUCTIVITY

## Importing text files in an Excel sheet

Importing text files into Excel can be a labor-intensive process. With proper use of the data import options in Excel, you can save yourself some work and at the same time improve consistency.

Click here to know how to import text files in an Excel sheet.

Prepared by Information Security and IT Governance Division of ICT. ProductivI.T.y showcases tips & tricks on various office and branch applications.

Excel

### Importing text files in an Excel sheet

#### A. Setting up which file (type) to import

1. On the ribbon, click the *Data* tab and then click the "From Text" button on the "Get External data" group.



2. Select your file from the *Import Text File* dialog. Click *Import* button to open the *Text Import Wizard*.

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Name	Organize 🔻	New folder	ji •	0
		E New Text Document.txt		

#### B. Defining the Import Settings

1. In *Step 1 of the Text Import Wizard*, define the file type that best describes your data. Choose either *Delimited or Fixed width*. Set also the *File origin* to *Windows (ANSI)* and click *Next* button to go into the second step. In this example, I choose *Delimited*.

The Text Wizard has determined u	at your data is Delimited.	
If this is correct, choose Next, or d	hoose the data type that best describes your data.	
Original data type		
Choose the file type that best de	scribes your data:	
Delimited - Characters     Delimited - Characters	s such as commas or tabs separate each field.	
Tixed width - Fields are	aligned in columns with spaces between each field.	
		r
Start import at row: 1	File grigin: Windows (ANSI)	
	Second	
	7	
Draview of file C+V kerskomauror	Decitor/New Text Doc ment tot	
Preview of file C:\Users\rnmayor	/Desktop/Wew Text Document.txt.	
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Preview of file C:\Users\mmayor 1 Name, Amount, Releasing 2 Sample 1,100,9/15/201 2 Sample 2,200,9/15/201	Desktop Wew Text Document.txt.	-
Preview of file C:\Users\rnmayor 1 Name, Amount, Releasing 2 Sample 1,100,9/15/201 3 Sample 2,200,9/16/201 4 Sample 3,300,9/17/201	Desktop Wew Text Document.txt.	-
Preview of file C:\Users\rnmayor 1 Name, Amount, Releasing 2 Sample 1,100,9/15/201 3 Sample 2,200,9/16/201 4 Sample 3,300,9/17/201 5 Sample 4,400,9/18/201	/Desktop/Wew Text Document.txt.	
Preview of file C:\Users\rnmayor 1 Name, Amount, Releasing 2 Sample 1,100,9/15/201 3 Sample 2,200,9/16/201 4 Sample 3,300,9/17/201 5 Sample 4,400,9/18/201	/Desktop/Wew Text Document.txt. g Date 12 12 12 12 12	

3. In *Step 2 of the wizard*, set the delimiters contained in your data. You can see the changes made in the *Data preview* just below the dialog box. In this example, I selected *Comma*. Click Next button again to go into the third step.

elow.	ou set th	e deimiters yo	our data	contains.	You can	see how yo	ur text is	affected in	the preview
Delimiters	7								
Tab									
E Comicolon	5	Treat coose	outive d	elimiters as	one				
Semicolori			course of		OT IC I				
Comma	Т	ext gualifier:	•		-				
Space .									
Other:									
Quici.									
Data greview									
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Data preview	mount	Releasing	Date						-
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Name Az Sample 1 10 Sample 2 20 Sample 3 30	mount 00	Releasing 9/15/2012 9/16/2012 9/17/2012	Date						ì
Name Az Sample 1 10 Sample 2 20 Sample 3 30 Sample 4 40	mount 00 00 00 00	Releasing 9/15/2012 9/16/2012 9/17/2012 9/18/2012	Date						
Name Az Sample 1 10 Sample 2 20 Sample 3 30 Sample 4 40	mount 00 00 00 00	Releasing 9/15/2012 9/16/2012 9/17/2012 9/18/2012	Date						^^

4. In *Step 3 of the wizard*, you can select a format for each column of your file. *Click a column* to set up its formatting. In this example, I changed the date format of the third column to *MDY* order.

Column data format	
Text	'General' converts numeric values to numbers, date values to dates, and all
Date: MDV	remaining values to text.
Que: mot	Advanced
Do not import column (skip)	
Click each o	column and set the Column data format
Click each c	olumn and set the Column data format
Click each c	column and set the Column data format
Click each of Data greview Text GeneralMDY Name Amount Relea Sample 1 100 9/15/	column and set the Column data format
Click each of Data greview Text General MDY Name Amount Reles Sample 1 100 9/15/ Sample 2 200 9/16/	column and set the Column data format
Click each of Data greview Text General HDY Name Amount Relea Sample 1 100 9/15/ Sample 2 200 9/16/ Sample 3 300 9/17/ Sample 4 400 9/18/	column and set the Column data format

5. You can click the *Advanced* button to set up details like the decimal and thousands separators. Note that any changes made in this dialog apply to all columns.

vanced Text Import	Settings		8 🗙
ttings used to recognize	ze numeric d	lata	
Decimal separator:	1		
Thousands separator:	5		
Note: Numbers will be o specified in the Region	displayed us al Settings o Trailing min	ing the nur control pane	neric setting d.

6. After you finished defining all columns, click the *Finish* button. Excel opens the *Import Data* dialog box, asking where to put the results. Select the proper location.

Where do you want to put t	he data?
ESASI	<b>1</b>
New worksheet	

7. To do some advance settings for *Data Range*, click *Properties* button to open the *External Data Range Properties* dialog box. See the highlighted items for the important features in this dialog.

External Data Range Properties	
Name: New Text Document	]
Query definition	
Save guery definition	
Save password	
Refresh control	
V Prompt for file name on refresh	
Refresh every 60 minutes	
Refresh data when opening the file Remove external data from worksheet before closing	
Data formatting and layout	
Include field names Preserve column sort/filter/layout	8
Indude row numbers V Preserve cell formatting	
V Adjust column width	
If the number of rows in the data range changes upon refresh:	
Insert gells for new data, delete unused cells	
Overwrite existing cells with new data, dear unused cells	٦
I Ell down formulas in columns adjacent to data	
OK Cancel	]

#### a. Save Query Definition

We wouldn't want to redo the settings each time, so let's keep this one checked.

#### b. Prompt for the file name on refresh

Checking this box forces Excel to prompt you for a file name each time you hit the refresh button. Leave this box unchecked if you are importing the same file over and over.

#### c. Overwrite existing cells with new data, clear unused cells

The best selection here depends on your needs entirely. The first two will force Excel to push existing data down and pull existing data up, depending on the size of your file.

#### d. Fill down formulas in columns adjacent to data

A very useful option. If you are planning to do calculations on each row, this option ensures each row of data will have your formulas.

8. Click *OK* if you are done with the settings. Finally, click *OK* in the *Import Data* dialog to have your data imported.



#### FINAL RESULT

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4	А	В	С		D		E	F
1	Name	Amount	Releasing	Date				
2	Sample 1	100	9/15/	2012				
3	Sample 2	200	9/16/	2012				
4	Sample 3	300	9/17/	2012				
5	Sample 4	400	9/18/	2012				
6	Sample 5	500	9/19/	2012				
7	Sample 6	600	9/20/	2012				
8	Sample 7	700	9/21/	2012				
9	Sample 8	800	9/22/	2012				